

Instructions for Scorekeepers

1. Obtain names and numbers of all players who may participate in the game at ten (10) minutes before the start of the game.
2. Record field goal made, free throws made and missed, running summary of points scored, personal and technical fouls on each player, team personal fouls per half and time-outs.
3. Designate each goal and each foul thus:

Field Goal: X or 2

Two shot foul: 0 0

Free throw attempt: 0

Free throw made: 0

Field goals scored in wrong basket are not credited to any player but are credited to the team in a footnote. Points awarded for illegally touching ball or baskets are credited to the thrower. When a live ball goes in a basket, the last player who touched it causes it to go there.

4. Notify official when:
 - a. Team has taken the legal four time-outs.
 - b. When a player has five personal fouls.
 - c. After a team has been charged with six and ninth team foul.
 - d. When a team has requested time outs in excess of the four legal timeouts.
 - e. When ball is dead in control of team of offending player, if player is discovered who has not reported to scorer or who has changed his/her number without reporting it, or who is illegally in the game.
5. Either official scorer or a delegated assistant must be at the scores table with the official scorebook at all times, including the half-time intermission.
6. No free throws are awarded for: (1) each common foul before the bonus rule is in effect. (2) A player control foul. (3) A double foul. (4) A double foul, where one or both of which are flagrant. Fouls are to be corded against the player or players committing the fouls.
7. One and One foul situation: The bonus foul shot goes into effect on the seventh team foul of the half.

Instructions for Timekeepers

Routine:

1. Keep eyes on officials throughout the game.
2. Check on the duration of time-outs, substitutions, time of periods, etc.
3. Note the position of the ball when you signal end of any period or extra period. Timers should never indicate goals scored or fouls made unless the REFEREE so requests.
4. Duration of time between periods should only be thirty (30) seconds. Teams are allowed five (5) minutes at halftime.
5. It is strongly recommended that the operator of the Official Timepiece be an ADULT or competent, responsible teen.
6. When an electric timepiece is used, have a manual clock on hand in the event of failure of the electric clock.

Start Clock: (Official should indicate this by a chopping motion of his hand).

1. When ball is legally tapped on all jump balls (chopping motion by non-tossing official).
2. When the ball has touched a player in the court, if resumption of play is by a throw-in after clock has been stopped (chopping motion).
3. When ball is legally touched after a missed free throw and ball is to remain alive (chopping motion trail official).
4. In case signal is not given to start the clock, clock should be started unless Official specifically signals that time should remain out.

Stop Clock:

1. When time expires at the end of any period.
2. When an Official gives a time-out signal. The official will give a time-out signal when:
 - a. Foul is called by holding his hand with fingers closed at arms length above head.
 - b. Jump ball is declared by holding his thumbs up at shoulder height away from body and motioning upward with both arms extended.
 - c. Violation occurs by holding his hand with fingers extended at arm's length above his head (only last two minutes of game).
3. When an Official orders time-out:
 - a. To avoid unusual delay.
 - b. To repair or adjust equipment.
 - c. For an injury or other emergency.
 - d. Upon request of a player whose team has player control or when ball is dead.

Additional Notes:

1. The timer will notify the referee more than three (3) minutes before the game or half starts so that he may notify the teams at three (3) minutes to go.
2. He/She should be prepared to be able to assist the floor officials at the end of the first half or the end of the game by knowing the position of the ball when time expired in both these instances.
3. In a close game if there is a field goal try simultaneously with the horn, a decision might have to be made as to whether a basket counts or not.